FY08-SATOP-002	**PROGRAM BULLETINS**	Effective Date: 05/27/07
☑New	☐Supersedes Info Memo No :	**Number of Pages:** 2

	SATOP BULLETIN	
	Subject: Consumer Discharges	
	SATOP Manager Signature:	

Bulletin Number: 07-02	**New:** ☑	**Revision of Previous:** ☐	**Effective Date:** 05/25/07
Note: N/A			**Number of Pages:** 2

1. Affected Programs:

1.1. CIP and WIP.

2. Purpose:

2.1. It has come to the attention of the division that there has been a significant decline in the number of SATOP discharges from 6 months pre-CIMOR (i.e., CTRAC) and 6 months post-CIMOR. This has an adverse effect on the division's ability to accurately comply with reporting requirements. The purpose of this directive is to effect timely and accurate discharge entries in CIMOR by the applicable provider.

3. Action:

3.1. Clinical Intervention Programs

3.1.1. Once a consumer's CIP participation has ended (e.g., they completed treatment or eloped) the provider shall close the CIP program assignment in CIMOR and comply with the following applicable action:

3.1.1.1. If no other program assignment is open within the same Episode of Care (EOC) as the CIP, then a discharge shall be added effectively ending that EOC.

3.1.1.2. If an open program assignment exists (i.e., ADA Primary Recovery Plus or ADA Compulsive Gambling) within the same EOC as the CIP, then a discharge would not be applicable until the last program assignment is ended.

3.1.2. The above actions shall be completed as soon as possible.

3.2. Weekend Intervention Programs

3.2.1. Once a consumer's WIP participation has ended (e.g., they completed treatment or eloped) the WIP program assignment in CIMOR shall be closed and in most cases an EOC discharge would be added.

3.2.1.1. PROGRAM CLOSURE – WIP program closure can be done in one of the following two ways depending on whether or not the consumer completed the program successfully.

3.2.1.1.1. CONSUMER COMPLETED PROGRAM SUCCESSFULLY – If no other open program assignment exists in the same EOC as the WIP and the consumer COMPLETED the WIP, then the provider can go straight to the Discharge option and add the discharge. This will end both the WIP program assignment and the EOC all in one step (CIMOR automatically ends the program assignment).

Currently when CIMOR automatically closes the WIP program as a result of first adding a discharge the program end status defaults to "Completed" no matter what discharge reason is selected. This is a bug. Thus, if a consumer did not complete the WIP, the provider must comply with the following program closure and discharge procedure.

3.2.1.1.2. CONSUMER DID NOT COMPLETE PROGRAM SUCCESSFULLY – If the consumer DID NOT COMPLETE the WIP, the provider must first end the program assignment selecting the appropriate status (i.e., eloped, transferred, withdrawn), then add the discharge.

3.2.1.2. EOC DISCHARGE – If an open program assignment exists (i.e., ADA Primary Recovery Plus or ADA Compulsive Gambling) in the same EOC as the WIP, then a discharge would not be applicable until the last program assignment has ended. If this is the case, then the provider shall end the program assignment via the Edit Program screen.

3.2.1.3. These actions shall be completed as soon as possible.

4. End of Bulletin